

Barracks Assignment Guidelines and Occupancy Agreement

NAME: _____ BLDG: _____ ROOM: _____

1. General Guidelines.

_____ Inspect your assigned space upon arrival. Annotate any deficiencies on the 'Barracks Move-in Condition/Inspection Checklist' provided to you and return it to your SSH management office within 3 working days.

_____ Approval from your 1SG **AND** your Single Soldier Housing (SSH) Office must be received **BEFORE** changing rooms.

_____ If you are in a room by yourself (SPC and below), DO NOT migrate into the adjoining space; always have the room ready to receive a roommate.

_____ Removal/swapping out of any furniture in the barracks rooms/buildings **IS NOT** authorized.

_____ Practice good housekeeping.

_____ Pets **ARE NOT** authorized.

_____ Smoking **IS NOT ALLOWED** in rooms shared by non-smokers nor in common areas of barracks buildings. Residents are reminded that this policy also includes visitors.

_____ When cooking in rooms equipped with cooking appliances, items must not be left unattended.

_____ Lit candles or incense must not be left unattended.

_____ Tampering with smoke detectors is not allowed (removing , turning-off, etc).

_____ Maliciously discharging fire extinguishers is not allowed.

_____ Tampering with any fire prevention/safety equipment may result in punitive action. This includes exit lights and signs, emergency back-up lighting and exit hardware.

_____ Parking in designated fire lanes or within 15 ft of a fire hydrant or fire department connection is not allowed. You could be ticketed by the Provost Marshall's Office for parking/driving your POV in non-designated parking/driving areas.

_____ For lock-outs, contact your SSH management office or the After Hours Services during non-business hours.

_____ Service Orders should be placed with DPW Work Reception (469-5000). In the case of an emergency during non-business hours, you may call the number listed below.

_____ All Service Members must out-process through their SSH management office when clearing their assigned space. Please schedule an appointment with your SSH management office at least 48 hours prior to your departure.

_____ Charges will be assessed for damages other than fair wear and tear and items unaccounted for.

_____ Charges will be assessed for a relock and rekey for keys that are lost or not returned upon clearing.

_____ For more in-depth information consult your Resident Occupancy Handbook.

1+1 Modules: In case contractor and/or in-house personnel have to enter vacant rooms, the occupant shall secure all valuables, including personal kitchen items, in his/her assigned room and shall ensure that his/her room cannot be entered through the shared bathroom. Notifications will be posted prior to personnel mentioned above entering the modules.

2. Soldiers with family on deferred travel orders.

a. If you are on the waiting list for family housing you will be notified once quarters become available. You are required to clear your room within three (3) working days after your assignment to government quarters. Details will be supplied when you set up the appointments in the housing office.

b. You are required to aggressively seek private rental quarters if you receive a certificate of non-availability (CNA) for government quarters. You must clear your room no later than three (3) working days after the effective date of contract. Should you exceed this period, the start of your Overseas Housing Allowance (OHA) will be on the date you actually cleared your room.

3. You have three (3) working days to clear your housing unit if you are moving from family housing to Single Soldiers Quarters – Barracks -. Should you move from a private rental unit to SSQ – Barracks – you must give your landlord a termination notice of usually 30 days to the middle or the end of a month (military clause). Upon assignment to your room your housing allowance is stopped; however, you will still have to pay rent for your private rental unit until the end of your termination period. To avoid out of pocket expenses the earliest assignment to your barracks room will be three (3) working days before the end of the termination period.

4. Take one copy of the “pending assignment” document to the Transportation Office (Bldg 7109, DSN 469-7408) to arrange for movement/storage of household goods if you are authorized to move at government expense from family quarters or private rental.

5. Attend a self help class, held in Building # 7123, DSN 469-7669, (please, take a copy of your assignment along).

6. Please realize that the inspector may be up to 15 minutes late due to previous appointments. We will call you at the below provided number if the inspector anticipates being more than 15 minutes late.

I have been briefed, read, and understand the above.

Printed name and rank

Bldg/room

Telephone

Signature

Date